WELCOME TO
THE ARIZONA DEPARTMENT OF TRANSPORTATION JOINT PROJECT AGREEMENT INSTRUCTIONAL GUIDE FOR COMPREHENSIVE AGREEMENT RESOURCE (CAR)

What you'll need before initiating an Agreement in CAR!

➤ CAR Access –
    a.) Complete the Computer Access Request Form (CARF)(located on Intranet under forms)
    b.) Schedule CAR training contact CAR Administrator
    c.) CAR Instruction Manual - **http://car/default.aspx**

➤ Type of Agreement
➤ ADOT Project No. (Complete Project Master before initiating, if Project No. is applicable to the Agreement)
➤ Federal Project No.
➤ TIP/STIP No.
➤ Budget Source Item No. (if applicable)
➤ How is the Project being Funded?
    a.) State
    b.) Federal/Local Match
    c.) Federal/State Match
➤ Project Breakdown Cost (if applicable)

- **Project Contacts/Team Members**
  - 1.) Project Manager
  - 2.) Finance (always the PM)
  - 3.) R/W (always John Eckhardt)
  - 4.) Any Team Member you would like to review the Agreement
  - 5.) Entity and Entity Point of Contact

- **Scope of Work – Purpose of the Agreement**
  - 1.) What type of Project is the Agreement for?
  - 2.) What does the Project consist of?

Design	Procurement
Construction	Installation
Design & Construction	Procurement & Installation
Maintenance	

  - 3.) Project Location (i.e. Milepost etc.)?
  - 4.) Who will administer the Project (i.e. State and/or Entity)?
  - 5.) Who is responsible for what?
  - 6.) If there is maintenance work involved, who is responsible for the maintenance?
  - 7.) What is the maintenance scope? (water, landscape, sidewalks, graffiti, equipment, electrical costs, etc.?
  - 8) Who is handling the Right of Way acquisition? (if applicable)
  - 9.) Is there abandonment? Transfer of right-of-way?
  - 10.) Are Temporary Construction Easements (TCE) required?

HOW DO I INITIATE A NEW AGREEMENT IN THE CAR SYSTEM?

Go to the intranet, type in **HTTP://CAR/**, CLICK on download shortcut, CLICK on DASHBOARD, select ADD AGREEMENT.

Select the type of Agreement PROJECT or NON-PROJECT.

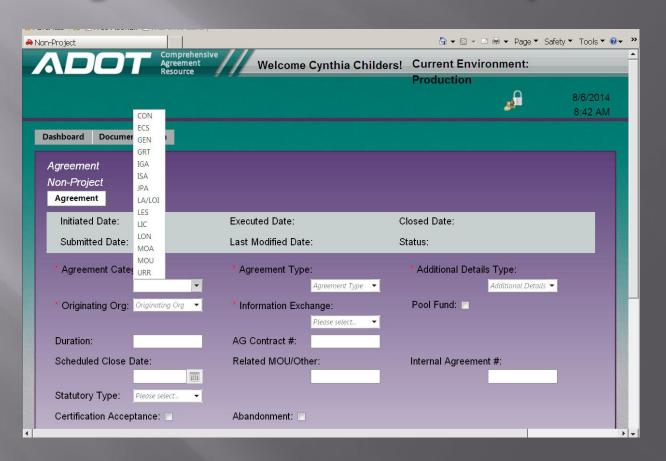# If you have a Project No., enter & select the Project Number from the drop-down list.

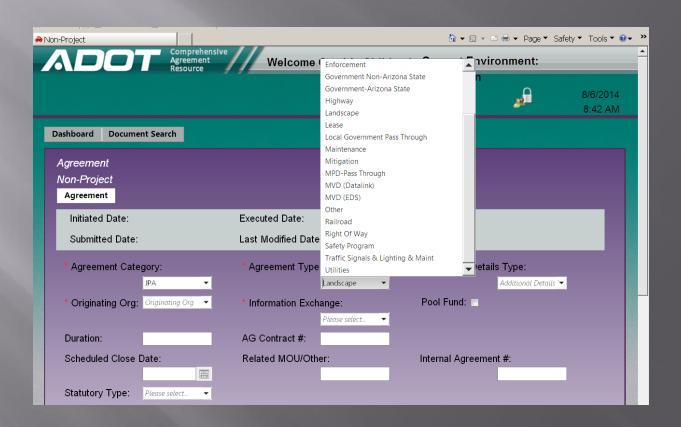# If a Project No. is not associated with the Agreement, select Non-Project Agreement, and click on Add Agreement.

To Initiate and Submit a NON-PROJECT Agreement continue with the following steps.

To Initiate and Submit a PROJECT Agreement, go to page 25.

Non-Project

Click on Agreement Category and select type of Agreement from the drop-down list.

Non-Project

Click on Agreement Type, select the type of Project.

Non-Project

Click on Additional Details and select as appropriate.

Non-Project

CLICK on Originating Org and select your Org from the drop-down list.

Non-Project

Click on the Information Exchange and select 'NO'. (Only Datalink agreements select 'YES')

Non-Project

Click on the Program Manager box and select the Program Manager from the drop-down list.

Non-Project

Enter Project details into the 'Non-Project Type of Work' box.

Non-Project

Click the Initiate button, at the bottom right corner of the page.

Non-Project

After clicking Initiate, an Agreement Number will be assigned and a list of tabs will be added.

Non-Project

CLICK on the Contacts tab. Under External Entities enter and select the Entity from the drop-down list, CLICK add. Under Contacts, enter and select Internal Contacts and Contact Types, CLICK add for each one.* Enter and select External Contacts and Contact Types, CLICK add for each one.

*A Finance contact (PM), a Right-of-Way contact (John Eckhardt) and an Operational Contact (Program Manager) are ALWAYS required in Non-Project Agreement requests.

Non-Project

CLICK on the Location tab. Enter and select all Project location information.

Non-Project

CLICK on the Budget tab. Enter and select all Budget information, if applicable.*

*Non-Project IGA/JPA requests will not have a budget associated with the Agreement. IGA/JPA's require an ADOT Project No. if there are funds being exchanged.

Non-Project

CLICK on the Summary tab. Review and verify that all information entered is accurate.

Non-Project

CLICK on the Approvals tab to view Agreement status.

Non-Project

CLICK on the Documents tab.
Upload exhibits, scope of work and other documents pertaining to the Project.*

*See CAR Manual for detailed instructions for uploading documents.

Non-Project

If all information entered is complete and correct, you are ready to SUBMIT your request. Return to the Agreement tab, CLICK Submit at the bottom right corner of the page.
If you need to make changes or need additional information, CLICK Save Changes, make note of the Agreement Number and return to the Agreement at your convenience. The Agreement must be SUBMITTED before your initiated request can be assigned. As Submitter this is your final step, once the Agreement is submitted you will have read-only access to your Agreement.

Non-Project

When ready to proceed, CLICK Submit. If any required information is missing, you will get an error message. (All errors must be remedied before Agreement submittal will be accepted.) The Agreement request will be sent to the Agreement Administrator for review and approval. If approved, the Agreement will be assigned to a Processor. An e-mail will be auto-generated and sent to the Requestor. The Processor will contact the PM.

To Initiate and Submit a PROJECT Agreement continue with the following steps.

Project

Once the Project number is entered CLICK Add Agreement.

Project

CLICK on the Agreement Category and select type of Agreement from the drop-down list. (All fields with a red asterisk are required fields.)

Project

CLICK on Agreement Type, CLICK the type of Project from the drop-down list.

Project

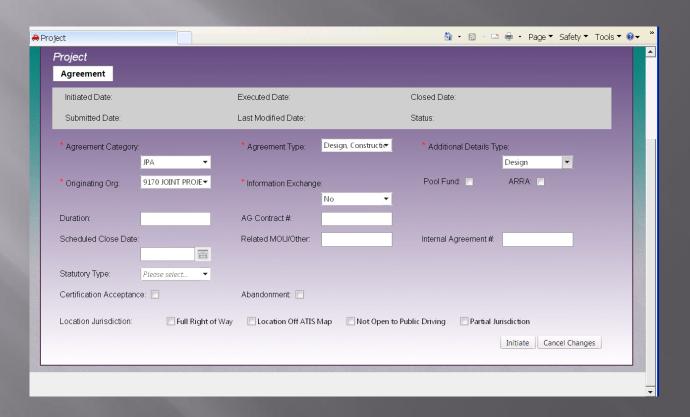## CLICK on Additional Details and select specific details form the drop-down list.

Project

CLICK on Originating Org and select your Org from the drop-down list.

Project

CLICK on the Information Exchange and select 'NO'. (Only Datalink Agreements exchange information.)

Project

CLICK the Initiate button at bottom right corner of page.

Project

After clicking Initiate, an Agreement number is assigned (see middle of page) and a list of tabs is added.

Project

Enter pertinent Project details in the 'Comments' section.

Project

CLICK on the Contacts tab. Under External Entities enter and select the Entity from the drop-down list, CLICK add. Under Contacts, enter and select Internal Contacts and Contact Types, CLICK add for each one.* Enter and select External Contacts and Contact Types, CLICK add for each one.

*A Finance contact (PM) and a Right-of-Way contact (John Eckhardt) are ALWAYS required in Project Agreement requests.

Project

CLICK on the Project tab.
This information will be pulled from the AIDW. Enter 'Administering Information'. Enter other information if available.
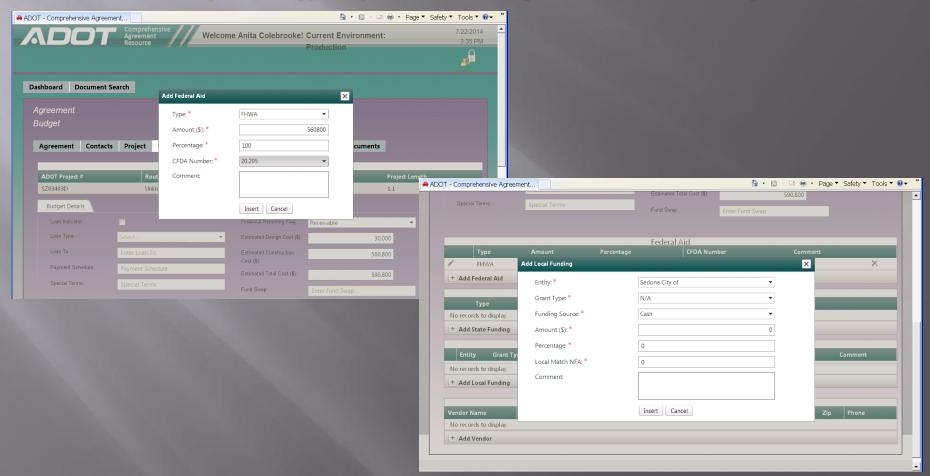
Project

CLICK on the Budget tab.
Enter funding information for EACH phase by clicking on the appropriate phase (Design/Construction), if applicable.*

*Do not combine phases, include only design funding under Design and construction funding under Construction. Do not enter commas and/or decimals.
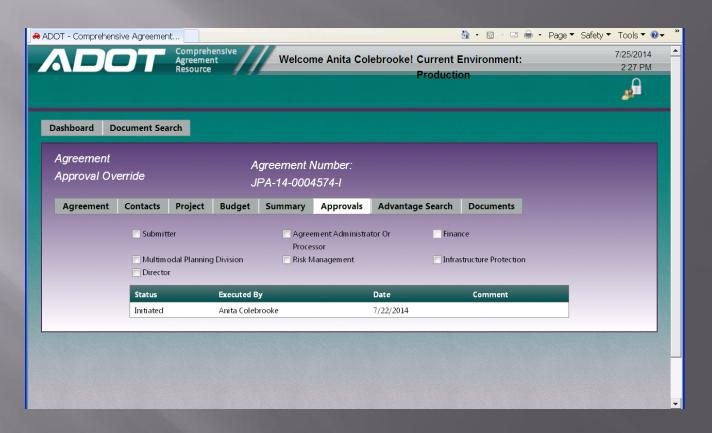
Project

(Budget tab cont.)
Enter funding responsibility information, as required, for each phase and for each participating agency. CLICK on each ADOT Project No. and enter the funding for that phase only. If multiple phases exist, do the same for each. Select the CFDA No. from the drop-down, typically 20.205 for design and construction Projects.
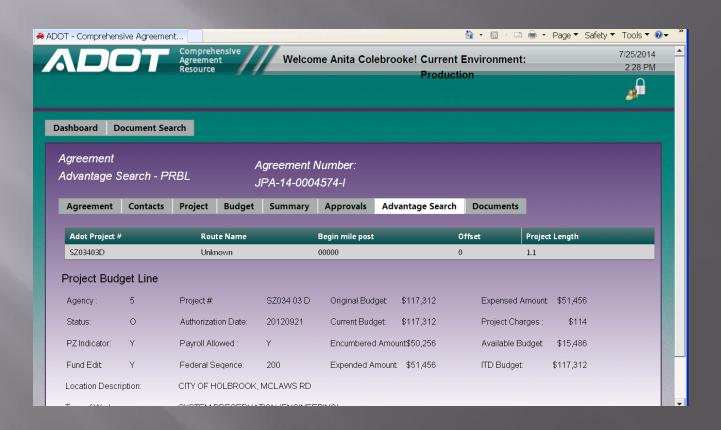
Project

CLICK on the Summary tab. Review and verify that all information entered is accurate.

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Project

CLICK on the Approvals tab to view Agreement status.

Project

CLICK on the Advantage Search tab to view Project Budget information.

Project

CLICK on the Documents tab.
Upload exhibits, scope of work and other documents pertaining to the Project.*

See CAR Manual for detailed instructions for uploading documents.

Project

If all information entered is complete and correct, you are ready to SUBMIT your request. Return to the Agreement tab, CLICK Submit at the bottom right corner of the page.

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Project

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If you have any questions, contact the JPA office.

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